# Sanitized - Appropriate - CIA-RDP70-00211R000200180112-5

Weekly Report for Week Ending 12 February 1958 from FORMS MANAGEMENT BRANCH

### 1. Contributions

### a. Tangible

- (1) Completed 32 actions requiring the printing of 403,000 copies or sets of blank forms. This represents a decrease of 6 actions and a decrease of 150,350 copies compared to last week.
- (2) Twelve new and five revised forms were approved.
- (3) One form was redesignated.

## b. Intangible

(1) In connection with the Forms Survey being conducted in the Printing Services Division, two additional forms have been developed, approved, and released for printing.

### 2. Assignments

#### a. Active

- (1) Sixteen new and five revised forms are pending.
- (2) Two Employee Suggestions are bing evaluated.

#### 3. News

25X1A5a1

25X1A5a1

25X1A5a1

25X1A5a2

25X1A5a2

25X1A5a3

25X1A5

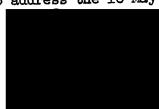
b. A new Fitness Report is in the mill in Personnel and will soon be forwarded to us for design and printing. Changes are drastic. The new form will be cut in size to one page front and back, plus a sheet of instructions. Employees will also be given a change to see supervisor's evaluations of their potential, as well as performance. This is an outstanding improvement!

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25X1A9a

- c. I coordinated a proposed Army version of a common Information Report Format with Mrs.

  ACSI, DA. While further changes must be made to meet Army's peculiar needs, we are closer now than ever before to agreeing on a compatible format.
- d. Mr. N. O. Couvillon, Esso Standard Oil Company, Baton Rouge,
  Louisiana, has been invited to address the 16 May IRAC meeting.



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